

Governor's Workforce Investment Board One Stop Development Committee

**Capitol Building, Helena
January 19, 2006**

MINUTES

Committee Members Present: Marty Copps, Chair; Dave Crum; Mike DesRosier; Jeff Rupp; and Linda Woods.

Committee Members Absent: Keith Kelly, Gary Perry, and Gail Richardson.

Staff: Pam Watson and Jessica Snyder

Guests: Patty Nordlund, Dianne Lehm, Linda Beck, Arlene Becker, Janis Huff, Will Stubsten, Mike Shoquist, Wolfgang Amitsbichler, Annette Miller, Kate Kahle, Rebecca Engum, Mary Danford, Maggie Driscoll, Phil Grossberg, Roxanne Bullard, Dave Morey, Jake Gustin, Robert Thorton, Cherelee Martin, and Marcy Buster.

Welcome and Introductions

Committee Chair Marty Copps called the meeting to order at 10:35 a.m. Pam Watson reviewed the documents in committee packets.

Approval of Agenda

The agenda was approved by consensus.

Section 166 Grantee Memorandum of Understanding

Pam Watson gave a report on the Statewide MOU. The SWIB is required to have a signed MOU with all mandatory system partners as defined in WIA law. The intent of the MOU is to ensure cooperation among partners and coordinate the services for participants in the system. Based on comments received on the draft MOU, SWIB staff will re-draft the MOU and provide to mandatory partners for final review. A signing ceremony will be planned for a date in March.

Consortium Agreement

Pam Watson reviewed the Consortium Agreement With One-Stop Partners. The Consortium Agreement states each agency will coordinate their services and no extra funding is provided through the agreement. The agreement is a document constructed by the State Agency Management Team for Workforce Development, and WIA law requires operators to have a consortium of three mandatory partners. The agreement could be used by the Community Management Teams (CMTs) to be submitted with the application for certification of as a One-Stop.

Mike DesRosier asked if the tribes could be partners under the consortium agreement. Pam Watson replied that tribes could be a partner under a consortium agreement but would check to see if it would apply to this consortium agreement.

Jeff Rupp asked about the timeline for CMTs to apply for certification as a One-stop. Pam Watson stated it was up to the committee but as applications are submitted, staff will review the application for completion and then the One-Stop Development Committee will recommend approval to the SWIB or Executive Committee.

Marty Copps asked if the committee can add to the certification criteria. Pam Watson replied the criteria are defined in the State Plan and if the committee wanted to revise the criteria, a modification to the State Plan would need to be submitted to USDOL.

The committee discussed the past funding of One-Stops and One-Stop Operators. Darla Joyner asked the committee to move quickly regarding the funding due to long term obligations the one stops have agreed to.

Veterans' Initiative

Bill Haberman, Department of Labor and Industry, reviewed the Keys to Success veterans project. It is an awareness program to make veterans aware of the services available to them while seeking civilian employment.

Committee Charge and Goals

Chairwoman Marty Copps reviewed the mission statement and goals with the committee. Linda Woods stated that in the overview it states the committee is temporary. Pam Watson replied that she thought the committee will remain in place throughout the next couple years thru the transition process, and likely may become a permanent standing committee. Linda Woods recommended a standardized format for performance effectiveness and customer service standards be developed by the committee and be added to the goals. Jeff Rupp recommended adding the goal of working toward having a minimum of one certified One-Stop in each MACo district. Jeff Rupp moved to approve the following charge and goals; Dave Crum seconded the motion, which carried unanimously.

Charge

Improve and expand the number of One-Stop Centers in Montana through stronger partnerships and improved service integration by coordinating and implementing strategies.

Goals

- ❑ Work toward an initial goal of having a minimum of one certified One-Stop in each MACo district.
- ❑ Promote One-Stop system development efforts by coordinating communication and involvement of Community Management Teams (CMTs) within Montana communities, and with the State Board

The committee discussed duties and projects, including One-Stop rating criteria, the Butte consortium agreement, input on the request for proposal, certifying and selecting One-Stops, coordinating and developing a statewide MOU, evaluating the effectiveness of coordination and participation of One-Stop partners, consortium agreements for the Balance of State area certified One-Stops, and defining the terms: One-Stop Center; One-Stop Operator; and One-Stop system.

The committee agreed to add the consortium agreements for all four one stops to their duties list. Darla Joyner stated it was important to develop the definitions because it is confusing but

cautioned the committee to allow flexibility. Becky Riedl stated the law defines some of the terms but urged the committee in regards to the criteria to keep it to a bare minimum with value added to suit the individual community.

Wolfgang Ametsbichler added there should be some minimum standard with a dual certification of the system and center, and added the concern is the customers and if the criteria is too loose, it will confuse the customer if each center is different.

Dave Morey distributed the Capitol Area Workforce System's (CAWS) greeter guide and stated his agreement with Becky and Wolf but added a center is only as good as the system it is in. Darla Joyner added that JobLINC should be integrated into the system.

The committee adopted the following projects and duties by consensus:

- ☐ One-Stop rating criteria
- ☐ Butte consortium agreement
- ☐ RFP input
- ☐ Coordinate and develop the statewide Memorandum of Understanding (MOU) with mandatory system partners, and others.
- ☐ Select and certify One-Stops.
- ☐ Oversee effectiveness of coordination and participation of One-Stop partners
- ☐ Consortium agreement with the Balance of State area certified One-Stops
- ☐ Define the terms One-Stop Center, One-Stop Operator, and One-Stop System.

Next Meeting

The next meeting of the One Stop Development Committee will be via conference call on March 8th at 9:00 a.m.

Adjournment

With no further business the meeting adjourned at 11:45 a.m.